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# ❖ICB Guidelines for PTA Use❖

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## Centralized Scheduling.... It's here to stay.

**T**he Interagency Coordinating Board for Community Use of Public Facilities strongly supports building use for PTA activities and designates a high scheduling priority for PTAs.

**The following priority is used when scheduling:**

- School's instructional programs
- Child Care
- PTA
- Dept. of Recreation/Municipal Recreation Departments
- Non-profit 501c3 organizations
- Non-profit, non-county based groups with less than 2/3 county resident membership
- For profit organizations

### Why Centralized Scheduling?

**P**rovide a "one stop shop" for community users...one place to book all use and one check for payment

- Eliminate double booking
- Increase efficiency - decrease time for processing requests, reduce paperwork.
- Relay consistent information and expectations to user groups
- Minimize last -minute surprises
- Consolidate use - better able to address security issues
- Decrease utility costs with consolidation of use
- Ensure the most up-to-date information on scheduled use at schools for BSM and schedulers

*Consolidation of use will not impact PTA programs or school-based youth programs. CUPF will continue to schedule such activities at the home school.*



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***"Scheduling"- it's more than an empty space in the computer - it's diplomacy, sensitivity, and mediation***

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**For priority consideration, when should PTA submit requests for use?**

**••Submit July 15 - Aug. 1 but no later than Aug. 15 for use during school year**

*To ensure priority status submit forms no later than August 15th  
Requests submitted after the August 15, 2002 date will be granted space based on availability.*

*All weekend use must be accompanied by a building use form and building service staff must be present.*

***In FY03 user groups will not be cancelled for PTA Spring/Fall Fairs that have not been booked in advance.***

## Did you Know?

- That 75% of taxpayers do not have children enrolled in public schools
- That no taxpayer dollars are spent on CUPF programs
- That CUPF permits use of rooms in public libraries and government buildings, specifically the EOB and the COB.
- That CUPF reimburses individual schools for wear and tear based on hours of use and central administration for supplies and utilities.
- That, in addition, funds have been added to improve security, renovate ballfields, and fund coordinators for after school activities.
- That CUPF has assumed responsibility as fiscal agents for schools' grant funding when requested

## How should PTA proceed?

**• For all elem. and middle schools, Richard Montgomery (RMHS), and Paint Branch HS, schedule only the monthly meetings directly with school. Scheduler will administratively book the use as free use.**

**• For all elem. and middle schools and RMHS, schedule all other activities, outdoors and indoors, by submitting forms to CUPF with PTA rate. For high schools, weekday use is still scheduled at the school.**

**• Schedule all Spring/Fall Fairs, Book Fairs, and fundraisers through CUPF office.**

### Free Use for PTA?

- General and special committee meetings held Monday through Friday
- Activities run by volunteers with no fee charged to participants such as homework clubs, tutoring and mentoring clubs, Mon - Fri
- PTA sponsored book fairs held Monday through Friday
- PTA bake sales on election days in schools used as polling sites

### What is a PTA sponsored activity?

Activities for which the PTAs are willing to accept liability and provide appropriate insurance .

- Activity is advertised by the PTA
- Fees are collected by the PTA and all checks are made payable to PTA

### Non-Profit classes sponsored by the PTA

Instructors are hired to teach class but may not use a business name, promote or advertise any private service. Instructor is paid a minimal stipend.

- MCCPTA Hands on Science
- FLES
- Group Piano

### For what activities do PTAs have to pay the PTA fees?

- All weekend and holiday use when building service staff must be present. (a 3 hour minimum is charged)
- All Monday through Friday use when the activity is raising funds or requires a participant fee or donation (e.g. ballet, piano, science instructional classes, bingo night, movie night, ice social, sock hop, spring/fall fairs)
- All activities intended to recover costs and provide for the sharing of information with **no direct endorsement** of a company or product (e.g. defensive driving, SAT practice exams, self-defense, public service programs, CPR training)
- Spring and Fall Fairs.

### What are PTA Fees?

#### For Mon. - Fri. use:

PTA will be assessed the non-profit rate of \$3 per hour from 3:00-6:00pm;\$5 per classrooms /\$6.50 other rooms, per hour after 6:00 pm

#### For weekend and holiday use:

PTA will be assessed at a rate of \$19 per hour (unlimited number of rooms), a start up fee and set-up and clean-up (at \$22 per hour). MST, security staff and cafeteria charges are additional.

### \*For what activities should PTAs have to pay the for-profit fees?

- PTA activities including all instructional classes that charge a fee and hire professional instructors who **promote or advertise** a private service, or make or accept referrals

•**Other than for Spring and Fall Fairs,** PTA activities where vendors are for-profit entities and where these vendors receive a majority of the profits realized (craft fairs, auctions, flea markets)

*For-Profit rates apply when an individual or a group, other than the PTA, is the primary recipient of the profits generated from the activity.*

**In instances where the fees are collected by the provider, not the PTA, the provider should be the sponsor and submit the building use form to CUPF. Commercial rates are assessed.**

### Good News!

- FY03 - no increase in room fees  
 - no generic security fee (although enhanced security will continue to be assessed on a case by case basis)  
 Effective January 1, 2003  
 -proposed increase in start-up fee to \$11.  
 (only for weekend use)

**Community Use of Public Facilities: 600 Jefferson Plaza, Suite 300  
 Rockville, MD 20852**

**Main number: 240-777-2706  
 Emergency number: 240-777-2727  
 Fax number: 240-777-2707  
 Website: [www.co.mo.md.us/services/cupf](http://www.co.mo.md.us/services/cupf)**

